

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO CONDUCT AN ASSESSMENT ON CURRENT TRENDS OF COMMUNITY PARTICIPATION IN POLICY AND BUDGET MAKING PROCESSES AND UNDERTAKE TRAINER OF TRAINERS IN NAIKARRA AND SIANA WARDS, NAROK WEST SUB-COUNTY, NAROK COUNTY.

Employer:	Action Africa Help International
Deadline for applications:	1 st March 2021
Type of Contract:	Short Term consultancy
Duration of Consultancy:	12 Days
Expected Start Date:	8 th March 2021
Deadline to submit final report:	23 rd March 2021
Location:	Narok West Sub County, Kenya

1.0: Introduction

Action Africa Help International (AAH-I) is a regional not for profit humanitarian and development organization with a mission of improving the quality of life of livelihood challenged communities. AAH-I has country Programs in Kenya, Somalia, South Sudan, Uganda, Zambia, and Ethiopia. AAH-Kenya, an affiliate Country Program of AAH-I, addresses development challenges in partnership with marginalized communities in Arid and Semi-arid areas (ASALs) and low income urban and rural settings. AAH-Kenya supports pastoral communities in Narok West Sub County to sustainably improve their social and economic livelihoods.

2.0: Consultancy background

Public participation calls for open, accountable and structured process for people to be involved in planning, implementing and managing their local environment and resources. It calls for readiness on the part of both the local governments (County Government) and the citizens to accept equal responsibilities in managing their surroundings.

Communities have low knowledge of their civic rights and responsibilities relative to local governance and are therefore inhibited from meaningfully engaging duty bearers on issues related to their rights.

This calls for a commitment to bring to the table resources, skills, knowledge for this purpose, respect for the capabilities and capacities of all partner's community included. Currently, community involvement in policy and county planning processes is limited to a handful of individuals who can access the space and information where such discussions are held and therefore hard to meaningfully engage citizens.

This consultancy will therefore analyze the role of community as the primary stakeholder to take part in this processes in terms of decision making and creating an enabling environment for the community

to have a say over aspects that affect their lives and get the level of understanding of the government's budget making processes and strategies of budget allocation in order for the government to make more informed decisions based on local needs of the people.

AAH Kenya intends to work with communities in Naikarra and Siana wards of Narok west sub-county in Naikarra and Siana wards to build capacities of right holders to hold duty bearers accountable to their manifestos hence benefiting from devolution. In order to roll this activity, selected community trainers (ToTs) will also be equipped with skills to enable them build the capacity of the local community on the budget making processes and citizenry engagement.

3.0: Scope and objective of the consultancy

The consultancy work will involve assessing status and documenting the community knowledge attitudes and practices in relation to their level of participation in policy and budget making processes at both the ward and county level. The consulting firm/individual will be expected to identify the existing gaps barring the community from fully participating in the policy and budget making processes and recommend the mechanisms that will increase the involvement of community in issues discussed at various levels within the County and at National level. As part of strengthening community participation in policy making processes, the consultant will train TOTs identifies across the target area. This will provide platforms for community members to be empowered on channels of airing community issues and understand how to contribute to a better society in their respective areas.

The information generated from the assessment will provide historical points of reference that will inform activity planning, target setting, monitoring and evaluating change during and after programme implementation as well as impact assessment.

4.0: Expected deliverables / outputs

AAH Kenya envisages the consultancy will be carried out within 15 days, as outlined below:

#	Activity	No. of Days
a.	Conduct inception meeting	1
b.	Conduct desk review (Review and analyze existing secondary data)	1
c.	Review and presentation of inception report and survey tools	2
d.	Field visit for community engagement (Information gathering)	3
e.	Analysis and presentation of draft report	2
f.	Final report	1
g.	Training of the TOTs	2
	Total	12

5.0 Future use of data

All data collected will be sole property of AAH-K. The consultant must not use the data for their own research purposes, nor license the data to be used by others, without the written consent of AAH-K.

6.0: Required Qualifications, competencies and Skills

The applicant should possess the following;

- a. Consultant/firm with relevant technical knowledge, skills and extensive work experience in public policy making processes and governance, preferably in pastoralists and marginalized communities.
- b. The consultant must have demonstrated consultancy track record and be recognized as seasoned professional with a high degree of proficiency, extensive experience policy and governance in relation to the livelihoods development.
- c. The consultant should have minimum bachelor's degree in either Law, social studies, gender studies, or development studies etc. with minimum 5 years of experience in KAP surveys and assessments.
- d. The consultant should have previous consultancy with non-profit organization, for profit organizations and private public partnerships.
- e. Exceptional analytical and research skills both qualitative and quantitative.
- f. Excellent report drafting and communication skills
- g. Fluent in Kiswahili and English, understanding of "*Maa*" language will be an added advantage.
- h. Ability to work on tight schedules and travel in all-weather terrain
- i. The lead consultant should commit their time throughout the consultancy period.

7.0: Bid requirements

Consultant(s) who meet the requirements stated should submit an expression of interest (maximum of 5 pages), which should include the following:

- A suitability statement and work plan, including commitment to be available for the entire assignment period.
- A detailed financial proposal with respective activity breakdown.
- Updated resume that clearly spells out qualifications and experience for the Consultant(s). (These can be annexed, and are not part of the statement of expression of Interest)
- Contacts of 3 organizations that have recently (but preferably in the last 2 years) contracted the firm/consultant(s) to carry out relevant research/survey or related work.
- If bidding is done by a firm, then it must be registered within the laws of the Kenya.

8.0: Evaluation Criteria

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

- Preliminary evaluation
- Technical evaluation
- Financial evaluation

Part 1: Preliminary evaluation.

The following shall form the basis for preliminary evaluation.

Interested bidders MUST attach the following.

- Certificate of registration/ incorporation.
- Copy of VAT/PIN certificate from KRA.
- Valid Tax compliance certificate must be the current one.
- Should be a firm/individual consultant with office/operational establishments within Kenya. (attach current business permit)
- Prove of financial capacity with 1-year bank statement (January 2020 – December 2021).

The above requirements are mandatory and failure to comply with one or more requirements shall make the bid Non-Responsive and hence shall not be eligible for technical evaluation.

No.	Completeness and Responsiveness Criteria	Requirement
1.	Valid Tax Compliance Certificate	Copy of Valid certificate
2.	KRA Pin	Copy of VAT/PIN certificate from KRA
3.	Certificate of Incorporation	Copy of certificate Certified
4.	Single Business Permit	Copy of current single business permit
5.	Bank statement (January 2020 – December 2020)	Signed and stamped

Part 2: Technical evaluation.

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

	Particular Requirements	Max Points
1.	Experience in handling consultancy assignments of similar or related projects i.e. assessing status and documenting the community knowledge attitudes and practices in relation to their level of participation in policy and budget making processes at both the ward and county level. The consultant must have demonstrated consultancy track record and be recognized as seasoned professional with a high degree of proficiency, extensive experience policy and governance in relation to the livelihoods development. Attach signed and dated reference letters/contracts/purchase orders for at least five different firms. 6 points will be awarded for each evidence attached.	30 points
2.	At least three updated resume that clearly spells out qualifications and experience for the Consultant(s). Consultant/firm with relevant technical knowledge, skills and extensive work experience in public policy making processes and governance, preferably in pastoralists and marginalized communities.	30 points

	10 points will be awarded for each relevant CV attached.	
4.	<p>Work plan/Schedule. Provide a work plan detailing how the assignment will be undertaken and how the overall goals will be achieved as per the schedule which must be within agreeable timeline as follows: A suitability statement and work plan, including commitment to be available for the entire assignment period.</p> <p>Listing of relevant activities for the assignment (10 points) Indication of responsibilities for respective activities and commitment that they will be available for the entire assignment period (10 points) Indication of timelines for the respective activities (4 points) Indicating the deliverables (6points)</p>	30 points
5	A detailed financial proposal with respective activity breakdown.	10 points
	Total	100 points

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 70%.

Part 3: Financial evaluation

Tenders that are determined to be substantially responsive to the requirements of the Tender Document shall be subjected to financial evaluation to determine the evaluated price for each Tender. The evaluated price for each Tender is determined by:

	Particulars	Max Points
1.	<p>Price evaluation. A relative score formula will be applied to the advantage of the lowest quoted price as indicated below.</p> <p>(a/b)*30 Where: a=lowest quoted price at financial stage; b = price of bidder being evaluated</p>	30 points
	Total	30 points

A threshold of 70% for the combined scores for both Technical and Financial will be applied and bidders who score above the same will be considered for award in relation to the prices offered. Bidders who shall score below 70% will be discontinued from further evaluation. The lowest evaluated bidder offering the lowest price will be awarded the contract.

The weights given to the Technical and Financial Proposals are:

T= **0.70**

P= **0.30**

7.0: Terms of Payment.

Scope of work	Deliverable	Payment Terms
Consultancy	Conduct inception meeting	100% after completion of consultancy services.
	Conduct desk review (Review and analyze existing secondary data)	
	Review and presentation of inception report and survey tools	
	Field visit for community engagement (Information gathering)	
	Analysis and presentation of draft report	
	Final report	
	Training of the TOTs	

9.0: How to apply

Applications should be sent to procurement@actionafricahelp.org by 1st March 2021 with the assignment title in the subject line of the email.

NB: Only shortlisted firms will be contacted.